

Copy of Term Contract - DO NOT PROCESS

Vendor No. 100148858
Contact
Your reference SP-13-0086

LEE JARDINE
 LEE JARDINE PROCESS
 539 SIDON RD
 ROSE BUD AR 72137

Contract No. 4600033446
Date 10/21/2014

Contact Jaime M. Motley
Telephone 501-371-6065
Fax 501-324-9311

Our ref. ST
Incoterms USP
 UNITED STATES POSTAL SERVICE

Send Invoice To:

See Service Request

Ship To:

STATEWIDE DELIVERY
 LITTLE ROCK AR 72201

Valid from: 10/21/2014

Valid to: 03/14/2017

QUALIFIED VENDOR LIST
 OPEN ENDED SOLICITATION # SP-13-0086
 REFERENCE# 4600033446
 VENDOR# 100148858
 COMMODITY: Process Server Services
 Extension 3 of 6

Lee Jardine Process Server
 Phone# 501-556-4691
 Fax# 501-556-4707
 E-mail leejardine@windstream.net

This document establishes a means for the payment of contracting with the State of Arkansas for one (1) year beginning March 15, 2013, with the option to renew by mutual agreement with the vendor, annually for an additional six (6) one (1) year periods or a portion thereof.

Item	Material/Description	Target QtyUM	Unit Price	Amount
0001	10104463 SERVICE,PROCESS SERVER Counties: Cleburne, White, Farulkner, Van Buren	200 each	50.00	\$ 10,000.00
0002	10123931 PROCESS SERVER,NON SERVICE Non Service	100 each	35.00	\$ 3,500.00

GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:

All purchasing rules and regulations defined by the State of Arkansas apply to this document.

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MINIMUM QUALIFICATIONS

The contractor providing services under the contract must be qualified to be an authorized process server in accordance with Rule 4(c)(2) Arkansas Rules of Civil Procedure and Arkansas Supreme Court Administrative Order #20.

REIMBURSEMENT

Reimbursement of process server services for any state agency shall be a rate of \$50.00 per case.

Reimbursement of non-est. services for any state agency shall be a rate of \$35.00 per case.

UNSUCCESSFUL SERVICE

If service is not accomplished, the return must specifically note the reason for non-service with a photograph of the location(s) where service was attempted, including time and date stamp in image, of all attempts to achieve service and must be submitted with any invoice that has non-est. charges.

MONITORING OF SERVICE AND PERFORMANCE RATES

The agencies will monitor the performance of the contractor by analysis of the achieved percentage rate of successful service based upon invoices submitted for payment. If that rate falls below 75%, the agency may review the performance of the contractor and the reasons for the deficiency and if necessary, reserves the right to remove the vendor's name from the qualified vendor's list until such time as the vendor has proven to the OSP that action has been taken by the vendor that will improve the vendor's performance.

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